



## CHILD CARE CENTER LICENSING COMMITTEE MEETING MINUTES

11 March, 2021

The link to watch and listen to the meeting:

<https://us02web.zoom.us/j/87556502567?pwd=eU1wUkwxRTVCZjBsNkxxdXBVUmpHUT09>

**Members Present:** Jody Zabriskie, Jamie Bitton, Melissa Monsivais, Alanna Brickley, and Matt Wallace.

**Members Excused:** Dale Smith

**Members Absent:** Bree Murphy

**Child Care Licensing Staff Present:** Simon Bolivar, Donna Thomas, Melinda Young, Sarah Atherton, Kim Bond, Kim Rice, Kat Martinez, Charlotte Woodward, Michele Evans-Rice, Rosemary Vander Meyden, Paula Mills, Sunny Ledding, Alisha Griffin, Jennifer Franchow, Jacqueline Macias.

**Interested Parties and Guests:** Janna, Aurora Howell, Brady Johns, Bruce King, Crystal Knippers, Genevieve Romero, Justina Longman, Kara Eddington, Karrie Phillips, Kellie Kohler, Keri Hamblin, Nayreth, Rhonda, Sarah Hansen, Shauna, Shauna Kendell, Shawnell Howard.

### AGENCY REPORTS

#### **Child Care Licensing – Simon Bolivar**

- The bill H.B.365 (State Agency Realignment) will be combining the Department of Human Services and the Department of Health. Since the re-writing of rules and statute needs to be addressed, suggestions will be brought up to the committees in order for changes to be ready when the bill goes into effect next year.
- The bill S.B.211 (Child Care Background Check Modifications) is in the process to negotiate with the Public Safety and the FBI on assisting child care providers to avoid submitting and paying twice for fingerprints.
- There are other bills like S.B.214 (Official Language Amendments) which allows materials to be translated in other languages. CCL is now planning to translate the rules and other information in other languages.
- CCL is very grateful to the communities for their support during the legislative session and for their help to avoid the passing of some bills that would have had negative impacts in child care.
- The spread of COVID-19 is currently low in many Utah counties thanks to the proactiveness of child care providers.

#### **Office of Child Care – Karrie Phillips**

- Child Care Quality System – OCC is planning to reactivate this system and to include family child care, licensed child care, and also the centers that were involved before it was paused in 2020. Emails with further information will be sent out from CCQS and CAC.
- The new Care About Child Care website was launched on 03/08/2021.

- The Office of Child Care will receive about \$108 million from the Federal Government. OCC is still deciding where the money will be used.

## **WELCOME**

At 10:48 a.m., Jody Zabriskie welcomed everyone and started the meeting.

## **APPROVAL OF MINUTES**

The minutes from the January meeting were approved via email.

## **NEW BUSINESS**

### **Current COVID-19 emergency procedures status report** (Simon Bolivar)

- We are currently on Phase 4 Temporary Emergency Conditions. These conditions will be in place until further notice by the Utah Department of Health. However, every provider must follow and obey their local laws.
- Phase 4 Temporary Emergency Conditions will be removed on April 10<sup>th</sup>. However, providers may continue to require their facilities to keep using the same restrictions and/or stricter procedures.
- Simon reminded and encouraged all providers to keep adhering to the CCL rules and the CDC recommendations.
- A COVID-19 manual is in the process of being finalized by the Department Of Health and it will be posted on the CCL website upon completion. Questions were answered.

### **Commercial Preschools Proposed Rule Comments and Effective Date** (Simon Bolivar)

- Comments were received for the Commercial Preschools Proposed Rule. A handout with the comments and responses was provided to all committee members and was also posted on the Utah Public Notice Website. Simon went over the comments. Questions were answered.
  - Jamie Bitton moved to proceed with the rule making process to the proposed rule. Matt Wallace seconded the motion.
  - Jody Zabriskie opened the motion for discussion. Questions and comments were answered and discussed.
  - Jody Zabriskie opened the motion to for public comment. There were no comments.
  - Jody Zabriskie asked for a vote on the motion. All committee members voted in favor of the motion. Motion passed.
  - The effective date for the proposed rule is March 22, 2021.

### **Lower the number of toilets required** (Simon Bolivar & Matt Wallace)

- Simon Bolivar explained the need to lower the current number of toilets for centers and how that would simplify the way facilities get evaluated.
- Matt Wallace explained the difference between the International Building Code which is based on square footage and total number of people, and the State Building Code which is based on the number of teachers and ratios. CCL would like to move from the current ratio of 1 toilet for every 15 children to a ratio of 1 toilet for every 25 children, this would allowed centers to have more availability.

- Matt Wallace moved to proceed with the change of toilets from 1 toilet for every 15 children to 1 toilet for every 25 children. Jamie Bitton seconded the motion.
- Jody Zabriskie opened the motion for discussion. Questions and comments were answered and discussed.
- Jody Zabriskie opened the motion for public comment. There were no comments.
- Jody Zabriskie asked for a vote on the motion. All committee members voted in favor of the motion. Motion passed.

#### **ID verification during inspections (Simon Bolivar)**

- By Federal regulations and Statute CCL has the authorization to increase the verification of background checks by asking to see a government-issued photo ID or a school-issued photo ID in order to confirm the identity of each covered individual associated with the facility and every adult present during the inspection. All the providers will be notified of the effective date via email.

#### **License Exempt presentation (Simon Bolivar & Donna Thomas)**

- Simon went over the basics of child care licensing, the investigating of unlicensed facilities and illegal child care facilities. Questions and comments were answered and discussed.
  - Jody Zabriskie asked Simon Bolivar if he could provide the committee with an updated report about the investigation CCL has with the lawyers of unlicensed facilities.
- Donna went over the different types of license exempt facilities and explained that some of these facilities do have inspections and/or have to meet other requirements to be in compliance with CCL and/or other programs. Questions were answered.

#### **Electronic signatures approved to comply with licensing**

- CCL supports all providers using electronic signatures and other electronic needs to be in compliance with the rules.
  - Jody Zabriskie requested for the following clarifications to be added in the interpretation manual: 1. How can providers show the licensors the process of how the director approved a document without having to sign it. 2. Some delivery notices do not show an approval of being delivered, but they show as being delivered. However, there is no option that shows that they were actually sent. 3. An understanding of the parent electronic communication that providers are using electronic devices and that's how parents will receive reports and give the provider permission to do so. If the parent does not grant the permission the provider will get the physical signature from the parent. Simon Bolivar stated that CCL will make sure to add the clarifications to the interpretation manual and will present it on the next committee meeting.

#### **Committee members comments and recommendations - None**

### **PUBLIC COMMENT**

None

### **ASSIGNMENTS**

Simon Bolivar – Will provide the committee a report about the investigation that CLL has with the lawyers of unlicensed facilities.

Simon Bolivar – Will present the clarifications made on R381-100-14(10) in the interpretation manual.

Jody Zabriskie called for a motion to adjourn. Jamie Bitton motioned. Matt Wallace seconded the motion. Meeting was adjourned at 12:21 p.m.

**UPCOMING 2021 MEETINGS**

May 13, July 8, September 9, November 18.

10:30 a.m. – 12:30 p.m., virtual meetings

Anyone with a disability requiring accommodations to attend or fully participate in this program should contact Jacqueline Macias at (385) 320-2147 or via email at [jmacias@utah.gov](mailto:jmacias@utah.gov) to request reasonable accommodations.

Note: These minutes are not intended to be a verbatim transcript of all items discussed, but are to record the significant features of the business conducted in this meeting.